Apply a Credit Card Charge Using Stock

This document will explain:
How to setup and use a stock record to calculate credit card charges on a job.

Add a Stock GL Group

- Go to Tools > Setups > Accounting > Stock GL Groups > Add
  - Type = Non Depleting, Journal
  - Name = Credit Card Fee
  - GL Account = It could be:
    - Income eg 4-7500 Credit Card Charge,
    - COGS eg 5-5100 Vendor Credit Charges or
    - Expense eg 6-1240 Credit Card Fees

NOTE: Perhaps check with your accountant as you may need to add a new GL account.

Add a Stock Record

- Code = CARD.FEE
- Type = Journal
- GL Group = Credit Card Fee
- Enter Description of your choice
- Tick I 'Sell in' and Tax = G

- On the Pricing Tab:
  - Add a price level
  - Select Price Calc Method = Fixed Price
  - Price Inc = 0.0309

NOTE 1: This setup is for 3% of the Total Invoice Price inc GST. You will have to calculate the value for other % rates.
NOTE 2: There is a slight rounding issue that may become apparent on large invoices – there is no way around this except to override the Price Ex or Price Inc as appropriate.

- On the Details tab, change the Decimal places to:
  - Qty = 2
  - Sell price = 4

Add a Job and complete the Sale

- Check the Total sale value

+	Status	Stock Code	Description	Unit	Order	Supply	B. Ord	Price Ex.	Price Inc.	Tax	Hide	Total
1		WIDGET.2	... Widget 2	UNIT	1	1	0	20.00	22.00	G		22.00
2		CARD.FEE	... Credit Card surcharge of 3% on Total invoice price.	UNIT	0	1	0.0	0.0281	0.0309	G		0.0000

Create Quote | Create Similar | ✖ Cancel | Save | Save & Close

SubTotal $ 20.0000
Tax $ 2.0000

Job | Cost | Labour | Stats | Linked Jobs/Quotes | Invoice Details | Schedule

Total $ (AUD) 22.0000

- Add the Stock CARD.FEE then change the Order Qty to equal the original job Total

+	Status	Stock Code	Description	Unit	Order	Supply	B. Ord	Price Ex.	Price Inc.	Tax	Hide	Total
1		WIDGET.2	... Widget 2	UNIT	1	1	0	20.00	22.00	G		22.00
2		CARD.FEE	... Credit Card surcharge of 3% on Total invoice price.	UNIT	22	22	0.0	0.0281	0.0309	G		0.6798

Create Quote | Create Similar | ✖ Cancel | Save | Save & Close

SubTotal $ 20.6980
Tax $ 2.0618

Job | Cost | Labour | Stats | Linked Jobs/Quotes | Invoice Details | Schedule

Total $ (AUD) 22.6798

- In this example, the Total Sale before adding the CARD.FEE was $22.00 therefore 62 cents plus GST is added to the Total after adding an Order Qty of 22.00
- Invoice the job
- You can see that 0.62 cents net ex GST has gone to the appropriate Card Fee account and 0.06 cents has been added to the GST Collected account.

\▾ **Tran#: 1672, INV, Date: 29/10/2014 04:53:06 PM (4), Invoice# 1085, TCGP (Job# 383)**					
1085	1-1200		Trade Debtors	22.68	0.00 AUD
1085	2-1310		GST Collected	0.00	2.06 G
1085	4-1020 SYD		Income - Sales - Consumable	0.00	20.00 G
1085	6-1240 SYD		Credit Card Fees	0.00	0.62 G
				22.68	22.68

For further assistance or information please call Happen support on 02 9570 4696 or email support@happen.biz

AUSTRALIAN MADE